



User Guide

Section 2.4

Loan Information

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Section 2.4 Loan Information

A. Introduction

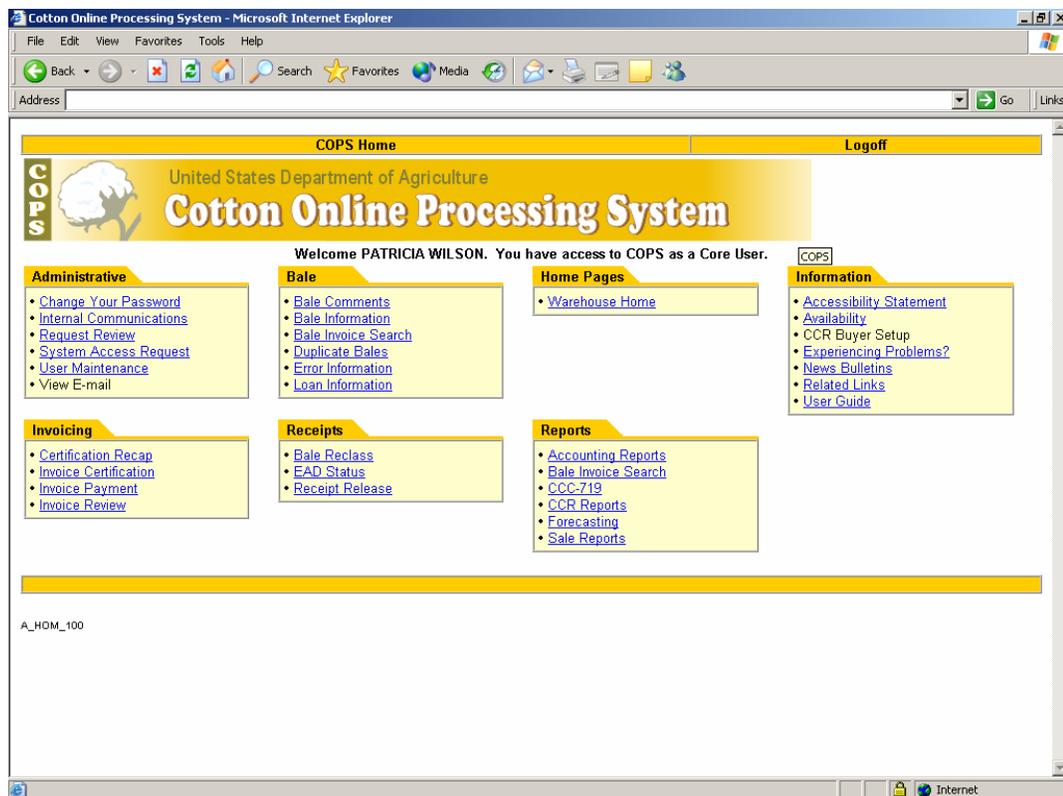
The Loan Information link on the COPS Home Page provides the capability to view loan information on specific bales of cotton. The Loan Information screen provides selection criteria to assist in searching for Loan information by providing a bale listing or error summary listing by error code.

B. Screens

1. Home Page (A_HOM_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

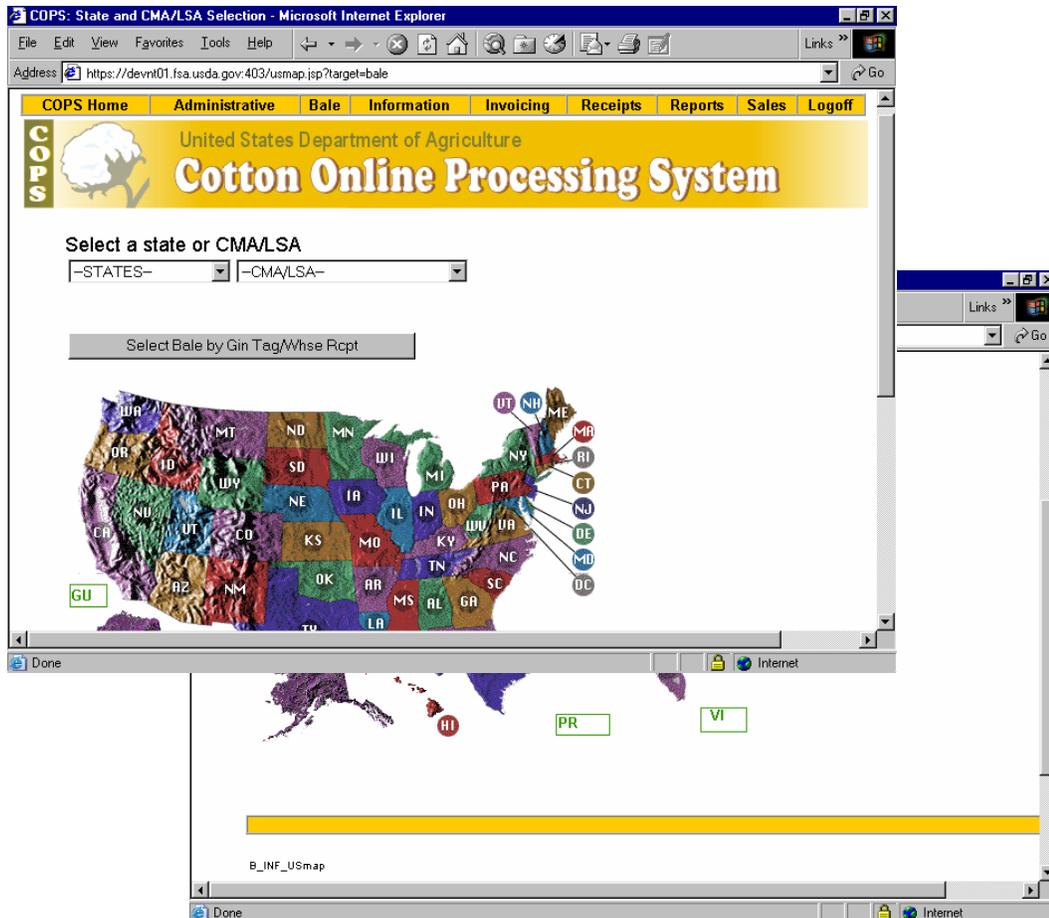
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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2. US Map (B_INF_USmap)

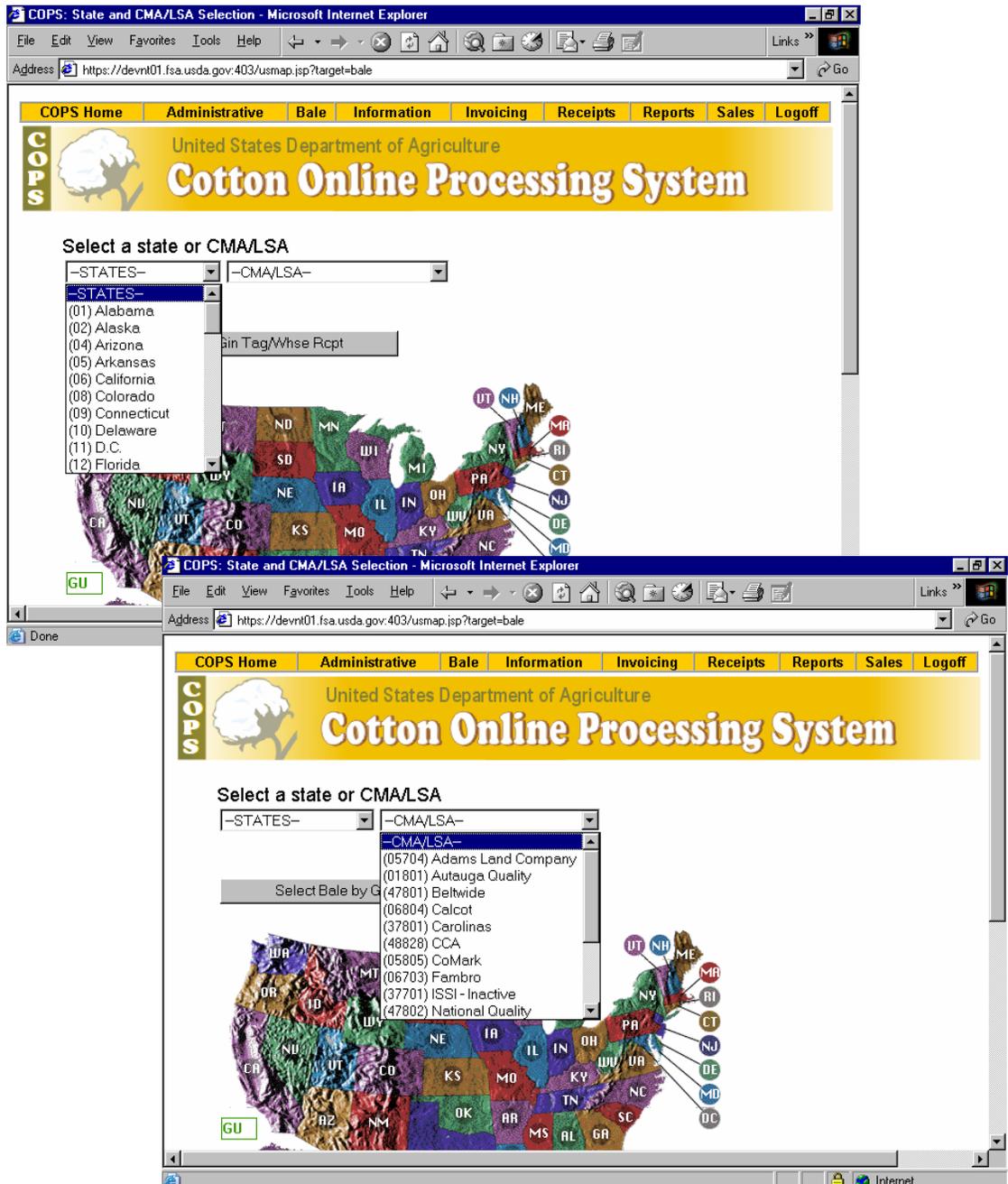
For Core Users only, the **US Map** screen will appear to assist in the selection. The Core User may either select a particular state or a CMA/LSA code to streamline the search.



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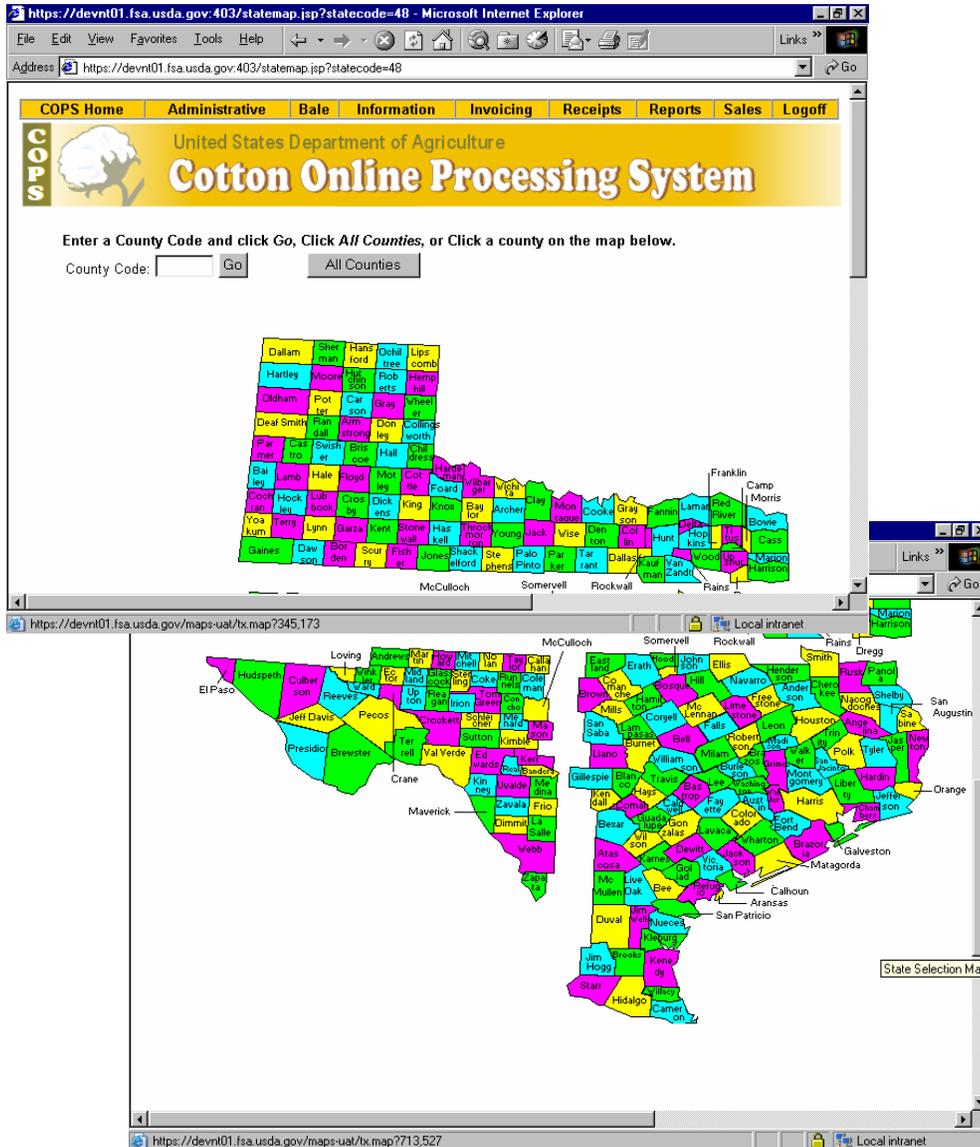
3. US Map (B_INF_USmap)

For Core Users only, on the **US Map** screen to select a particular state or a CMA/LSA, a dropdown box will list the States or CMA/LSA's along with their codes to assist in the search.



4. State Map (B_INF_STmap)

For Core and State Users only, the **State Map** screen will be used to assist in the selection of a particular county code or all counties.



5. Loan Information (B_LOAN_100)

The **Loan Information** screen is used to aid in either the selection of a specific bale for detailed information or for listing or a summary of a group of bales that meet the criteria for a List Report or Loan Summary Report.

Loan Information screen will open with State Code and County Code shown. All information shown, except State and County Code for County, CMA/LSA & Master Warehouse Users, can be changed. Core Users can change the State Code and County Code. State Users can change the County Code.

Loan Information - Microsoft Internet Explorer

Address: <https://devint01.fsa.usda.gov:403/errorcrit.jsp?county=8>

COPS Home Administrative Bale Information Invoicing Receipts Reports Sales Logoff

COPS United States Department of Agriculture
Cotton Online Processing System

Loan Information

List Report Criteria

State Code(s) [change](#)
County Code(s) [change](#)

Disbursement Date From To
Maturity Date From To All dates mm/dd/yyyy

Crop Year

Loan Number

Warehouse Code

Report Type

Loan Summary Criteria

Warehouse Code

Crop Year

Warehouse Code

Crop Year

B_LOAN_100

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6. Loan List (B_LOAN_110)

The **Loan List** screen displays a listing of a group of bales that meet the State, County and Crop Year selection requirements as requested from the **Loan Information** screen.

Scrolling may be necessary. The Loan list may be longer than one page, a **NEXT** button will be available to retrieve and view the next page of 100 records. Also, after going to the next page, a **Previous** button will appear to return to the prior page.

Loan List

Today's Date: Thu Jul 21 13:57:31 CDT 2005
 Loan List Criteria: Crop Year = 2004, State Code = 20, List Type = Loan
 Report Sorted by: Deficiency Code, then by Crop Year, then by State Code
 Report Limitations: Maximum number of loans retrieved per page=100

Click **Line No.** to view all bales on a loan. Click **Loan Number** to download loan data.
 Click **Outstanding Bales** to view outstanding bales on a loan.

Line No.	Disbursement Date	Loan Number	Crop Year	Commodity Type	State/County	Warehouse Code	Number of Bales	Outstanding
1	2004-09-22	L00001	2004	Upland	28001	254002	49	0
						206405	23	0
						400510	310	0
						410035	86	0
						466466	4	0
						467005	15	0
						470008	242	68
						476512	316	53
						478005	539	0
						480505	434	126
						Total	2018	247
2	2004-09-27	L00050	2004	Upland	28083	476505	269	0
						Total	269	0
						137001	53	0
						151005	29	0
98	2004-10-07	L00186	2004	Upland	28151	Total	300	0
						476010	300	0
						Total	300	0
99	2004-10-07	L00187	2004	Upland	28151	476010	300	0
						Total	300	0
100	2004-10-08	L00217	2004	Upland	28011	480505	51	0
						Total	51	0

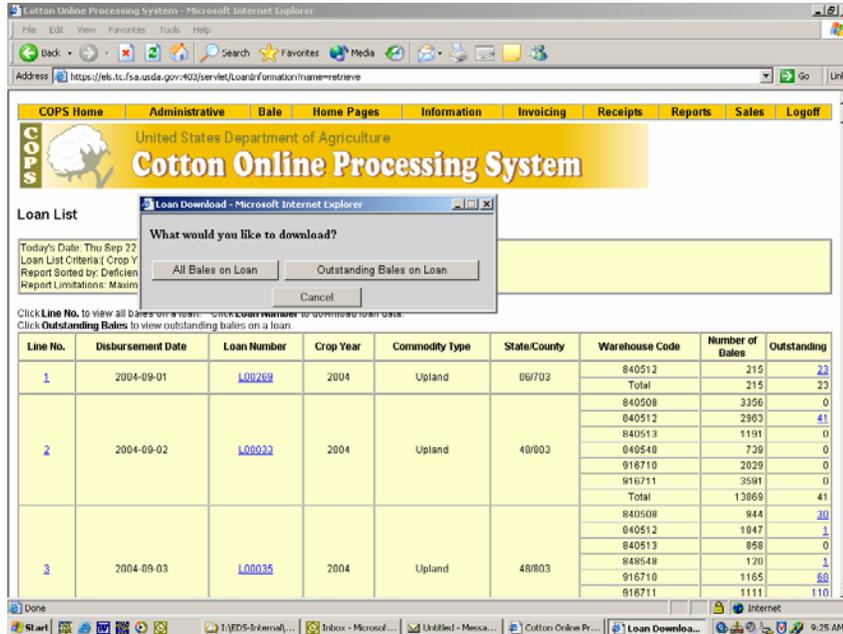
Records matching criteria: 1041 Page: 1 of 11 Go

[Next](#)

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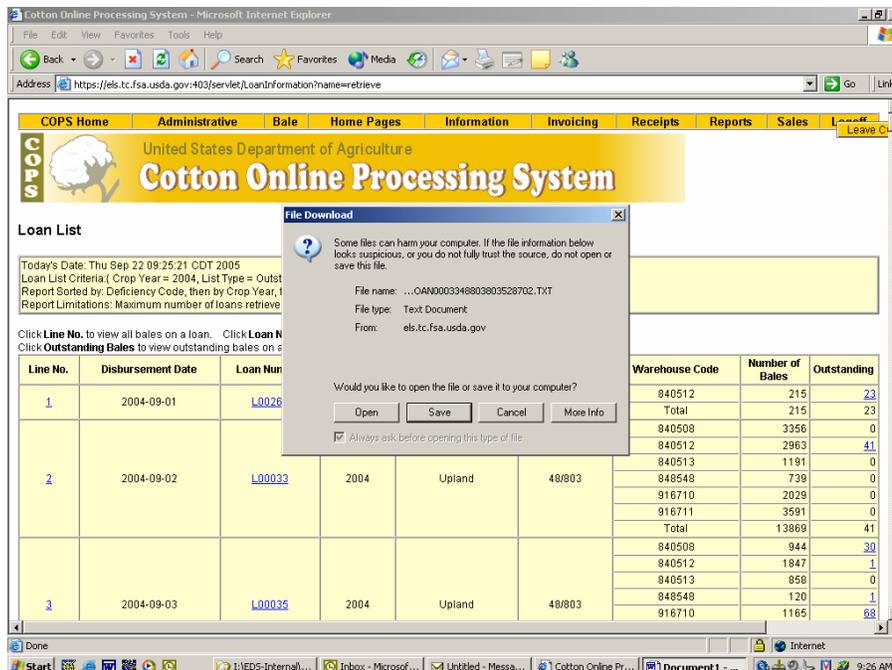
7. Loan List (B_INF_110) (with "What would you like to download?" pop-up).

The pop-up gives the selection options to download all the bales on the Loan, download only the outstanding bales on the Loan, or cancel the download option.



8. Loan List (B_LOAN_110) (with download option).

The Download pop-up gives the options to open and view, download and save to User's PC, cancel the download or display more information about downloading.



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9. Loan Summary (B_LOAN_120)

The **Loan Summary** screen displays a summary of the outstanding and owned bales that meet the Warehouse Code and Crop Year selection requirements as requested from the **Loan Information** screen.

COPS Home	Administrative	Bale	Home Pages	Information	Invoicing	Receipts	Reports	Sales	Logoff
---------------------------	--------------------------------	----------------------	----------------------------	-----------------------------	---------------------------	--------------------------	-------------------------	-----------------------	------------------------

United States Department of Agriculture
Cotton Online Processing System

Loan Summary

Today's Date: Tue Sep 06 12:21:34 CDT 2005
Report Criteria: { Warehouse Code = 840508, Crop Year = 2004 }

Outstanding Bales: Click **Total** to download outstanding bales.

Total CMA Outstanding Bales	338
Total County Outstanding Bales	0
Total	338

Owned Bales: Click **Total** to download owned bales.

Total Bales Owned	0
Total Bales on Catalog	0
Total Bales Awarded	0
Total	0

Total Bales for Warehouse 840508: Click **Grand Total** to download total bales.

Grand Total	338
-------------	---------------------

Other Bales

Total Pending Bales	0
---------------------	---

[Go Back to Loan Information Screen](#)

B_LOAN_120

Cotton Online Processing System

10. Bale List (B_INF_110)

The **Bale List** screen displays a listing of a group of bales that meet the State, County and Crop Year selection requirements as requested from the **Bale Information Criteria** screen.

A maximum of 100 bales are displayed on a page for lists with more than a 100 bales. A **NEXT** button will be available to retrieve and view the next page of 100 records and a **Previous** button will appear to return to the prior page. There is also a search button to search for a receipt number or a gin tag number.

The total number of bales matching the criteria, the current page number and the total number of pages in the list appears at the bottom of the screen.

Bale List Results starting with line: 1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

COPS Home Administrative **Bale** Home Pages Information Invoicing Receipts Reports Sales Logoff

United States Department of Agriculture
Cotton Online Processing System

Bale List

Today's Date: Mon Oct 24 08:41:43 CDT 2005
Report Criteria: {multscreen=false, cropYear=2004, ginCd=28000}
Report Sorted by: Crop Year, then by Gin Code, then by Gin Tag
Report Limitations: Maximum number of records retrieved per query=100

Gin Tag Nbr
Receipt Nbr

Click **Line No.** to view bale details.

Line No.	Loan Number	Crop Year	Type	State/County	Gin Code	Gin Tag	Warehouse Code	Receipt Number	Status
1		2004	/	28000	2800001	125501	2800001	2800001	Blank(0000)
2		2004	/	28000	2800002	125501	2800002	2800002	Blank(0000)
3		2004	/	28000	2800003	125501	2800003	2800003	Blank(0000)
4		2004	/	28000	2800004	125501	2800004	2800004	Blank(0000)
5		2004	/	28000	2800005	125501	2800005	2800005	Blank(0000)
6		2004	/	28000	2800006	125501	2800006	2800006	Blank(0000)
7		2004	/	28000	2800007	125501	2800007	2800007	Blank(0000)

Done

Start

Next

Bales matching criteria: 4,000 Page: 1 of 40

Back To Criteria Screen

B_INF_110

Start

8:41 AM

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C. Loan Information Access Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "Loan Information" link under the Bale heading.	<ul style="list-style-type: none"> ◆ For Core User, the US Map screen will be displayed (go to step 2) ◆ For a County User, the Loan Information screen will be displayed (go to step 4). ◆ For a State User, the State Map screen will be displayed (go to step 3). ◆ For a CMA/LSA User, the Loan Information screen will be displayed (go to step 4). ◆ For a Master Warehouse User, the Loan Information screen will be displayed (go to step 4). ◆ For a Warehouse Examiner User, the US Map screen will be displayed (go to step 2)
2.	<p>On the US Map screen, do the one of the following:</p> <ul style="list-style-type: none"> a. Select a state either from the drop down STATES box. b. Select a CMA/LSA from the drop down CMA/LSA box. c. On the US map of states, click a state. d. Or, click "Select Bale by Gin tag/Whse Receipt". 	<ul style="list-style-type: none"> a. The State Map screen will be displayed (go to step 3). b. The Loan Information screen will be displayed (go to step 4). c. The State Map screen will be displayed (go to step 3). d. The Loan Information screen will be displayed (go to step 4).

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Step	Action	Results
3.	<p>On the State Map screen, do one of the following:</p> <ul style="list-style-type: none"> a. Enter a county code in the text box and click "GO". b. On the state map of counties, click a county. c. Click "All Counties". 	<p>The Loan Information screen will be displayed and:</p> <ul style="list-style-type: none"> a. The state and county codes selected will be displayed (go to step 4). b. The state and county codes selected will be displayed (go to step 4). c. Only the state code selected will be displayed (go to step 4).
4.	<p>On the Loan Information screen, do one of the following:</p> <ul style="list-style-type: none"> a. For a List Report, enter any or all the selection criteria of disbursement from/to dates, maturity from/to dates, Crop year, loan number, warehouse code and report type, then click "List" for a list of loans that meet the requirements for the codes selected. b. For a Loan Summary Report, enter warehouse code and select a crop year, then click "List" for a summary display that meets the requirements for the codes selected. c. Core Users may change the State selection by clicking "change" next the State code. d. Core, State and Master Warehouse Users may change the County selection, by clicking "change" next to the county code. e. To reset and clear any selection criteria that has been entered, click "Clear". 	<ul style="list-style-type: none"> a. The Loan List screen will be displayed for the loans meeting the selected criteria. (go to step 5) b. The Loan Summary screen will be displayed for the individual bale (go to step 9). c. The US Map will be displayed (go back to step 2 and follow the instructions). d. The State Map will be displayed (go to step 3 and follow the instructions). e. The Loan Information screen text fields will be reset and cleared (continue with this step).

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Step	Action	Results
5.	<p>On the Loan List screen, do one of the following:</p> <ul style="list-style-type: none"> a. To view all bales on the loan, click the "line number". b. To download loan data, click a Loan Number. c. To view outstanding bales on a loan, click the number of bales underlined under "Outstanding". 	<ul style="list-style-type: none"> a. The Bale List screen will be displayed for the selected bale (go to step 13). b. A pop-up screen will appear with the question "What would you like to download?" (go to step 7). c. A pop-up screen will appear to assist in viewing the download file and saving the download file to the User's PC (go to step 8).
6.	<p>On a continuation of the Loan List screen, do one of the following:</p> <ul style="list-style-type: none"> a. To view all bales on the loan, click the "line number". b. To download loan data, click a Loan Number. c. To view outstanding bales on a loan, click on the number of bales underlined under "Outstanding". d. Click "Next" to list the next 100 loans. e. Click "Previous" to list the prior list of 100 loans. 	<ul style="list-style-type: none"> a. The Bale List screen will be displayed for the selected bale (go to step 13). b. A pop-up screen will appear with the question "What would you like to download?" (go to step 7). c. The Bale List screen will be displayed with the outstanding bales for the loan (go to step 13). d. The Loan List will continue listing the next 100 bales meeting the selection criteria (action 'a' this step). e. The Loan List will display the prior 100 loans (action 'a' this step).

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Step	Action	Results
7.	<p>On the Loan List pop-up for "What would you like to download?", do one of the following:</p> <ul style="list-style-type: none"> a. To download all bales on the loan, click "All Bales on the Loan". b. To download only outstanding bales on the load, click "Outstanding Bales on Loan". c. To cancel the download, click "Cancel". 	<ul style="list-style-type: none"> a. A pop-up screen will appear to assist in either viewing the download file or saving it to the User's PC (go to step 8). b. A pop-up screen will appear to assist in either viewing the download file or saving it to the User's PC (go to step 8). c. The download pop-up screen will close. The Loan List screen continues to be displayed (go to step 6).
8.	<p>From the Loan List "What would you like to download?" screen, a pop-up screen will appear to assist in either viewing the download file or downloading it to the user's PC, do the following:</p> <ul style="list-style-type: none"> a. To view the download file, click "Open". b. To download the file, click "Save". c. To end the download, click "Cancel" d. For more information about downloading the file, click "More". 	<ul style="list-style-type: none"> a. A text view of the file to be downloaded will appear. b. A pop-up box will appear to assist in downloading the file to the User's PC. c. The download pop-up box will close (go to step 6). d. More informational instructions will appear.

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Step	Action	Results
9.	<p>On the Loan Summary screen, do the following:</p> <ul style="list-style-type: none"> a. Click “Go Back To Loan Information Screen” to return to the prior screen. (go with step 4). b. Click “Total” for Outstanding Bales to download outstanding bales. c. Click “Total” for Owned Bales to download owned bales. d. Click “Grand Total” for Warehouse to download total bales for displayed warehouse 	<ul style="list-style-type: none"> a. The Loan Information screen will appear (go with step 4). b. A pop-up screen will appear to assist in either viewing the download file or downloading it to the User's PC (go to step 8) c. A pop-up screen will appear to assist in either viewing the download file or downloading it to the User's PC (go to step 8) d. A pop-up screen will appear to assist in either viewing the download file or downloading it to the User's PC (go to step 8)
10.	<p>For further access information on the Bale List and Bale Information screen, refer to User Guide section 2.1 Bale Information.</p>	

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D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
Loan Information	<p>Link to the Loan Information process.</p> <p>Depending on the User entity type different screens will be opened:</p> <ul style="list-style-type: none"> ◆ For Core and State Users, the US Map screen will be opened. ◆ For County, CMA/LSA and Master Warehouse Users, the Loan Information screen will be opened.
Command Buttons	Functions
<i>None on screen</i>	

2. US Map (B_INF_USmap) Screen Functions

Selection	Description
STATES	Dropdown box of States. Select a state by clicking on the down arrow and selecting a state.
CMA/LSA	Dropdown box of States. Select a state by clicking on the down arrow and selecting a state.
Command Buttons	Functions
Select Bale by Gin Tag / Whse Rcpt	Opens Loan Information screen.

3. State Map (B-INF_Stmap) Screen Functions

Selection	Description
County Code	Dropdown box of Counties for the State. Select a county by clicking on the down arrow and clicking on a county.
State Map of counties	State map of all the counties within the state. Select a County by clicking on the county.
Command Buttons	Functions
Go	Opens Bale Information Criteria screen with county selected
All Counties	Opens Loan Information screen

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4. Loan Information (B_LOAN_100) Screen Functions

Selection	Description
List Report Criteria	
State Code(s)	State Codes appear on the page based upon the location of the County User, State User, CMA/LSA User or Master Warehouse User. Or, will be the State Codes selected by the Core User. State codes cannot be changed on this screen. (Core Users can request code changes and be returned to the USmap screen)
County Code(s)	County Codes appear on the page based on the location of the County User, CMA/LSA User or Master Warehouse User. Or, will be the County Codes selected by the State User or Core User. County Codes cannot be changed on this screen. (Core & State Users can request code changes and be returned then to the STmap screen.)
Disbursement Date Range (From)	Enter the 'from' date for the range in MM/DD/YYYY format.
Disbursement Date Range (To)	Enter the 'to' date for the range in MM/DD/YYYY format.
Maturity Date Range (From)	Enter the 'from' date for the range in MM/DD/YYYY format.
Maturity Date Range (To)	Enter the 'to' date for the range in MM/DD/YYYY format.
Crop Year	Choose a crop year from the drop-down list.
Loan Number	Enter the Loan Number.
Warehouse Code	Enter the Warehouse Code.
Report Type	Choose a report type from the drop-down list. <ul style="list-style-type: none"> ◆ List All Bales (Loans and LDPs) ◆ List All Loans ◆ List Outstanding Loans ◆ List All LDPs
Loan summary Criteria	
Warehouse Code	Enter the Warehouse Code.
Crop Year	Choose a crop year from the drop-down list
Command Buttons	Functions
List	If List Report Criteria is completed, opens Loan List screen for selected criteria. If there are no loans, a message, "NO RECORDS EXIST FOR THE CRITERIA ENTERED," is shown. If Loan Summary Criteria is completed, opens Loan Summary screen for selected criteria. If there are no loans, the totals for the criteria will display zeros.
Clear	Clears all information entered. Information can be entered again.

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Change (State Code)	Used by Core Users to request ability to change the State Code. Will return to the US Map screen.
Change (County Code)	Used by Core and State Users to request the ability to change the County Code. Will return to the State Map screen.

5. Loan List (B_LOAN_110) Screen Functions

Selection	Description
Line No.	Numeric line number for loans in listing. By clicking on the line number, the Bale List screen will open displaying a list of all bales on the loan
Disbursement Date	Date xxxxxx
Loan Number	Number of the loan. By clicking on the loan number, a pop up screen will appear asking what bales to download on from.
Crop Year	Crop Year for the bales on the loan.
Commodity Type	Type code for the cotton on the loan.
State / County	Codes for the State and County.
Warehouse Code	Displays warehouse codes.
Number of Bales	Total number of bales on the loan.
Outstanding	Number of bales outstanding on the loan. By clicking on the number of bales, the Bale List screen will open displaying a list on only outstanding bales on loan.
Command Buttons	Functions
Next	Displays next page of Loan List with next 100 records for selected bale.
Previous	Displays previous page Loan List with previous 100 records for selected bale.

6. Loan List (B_LOAN_110) ("What would you like to download?" pop-up) Screen Functions

Selection	Description
N/A	
Command Buttons	Functions
All Bales on the Loan	Creates download file with all bales on the loan. A pop-up screen appears to assist with the download.
Outstanding Bales on the loan	Creates download file with only outstanding bales on the loan. A pop-up screen appears to assist with the download.
Cancel	Cancels the download option

7. Loan List (B_LOAN_110) Download pop-up Screen Functions

Selection	Description
N/A	
Command Buttons	Functions
Open	Opens a text pad screen containing the download file.
Save	Assists in downloading the file to the User's PC
Cancel	Cancels the download.
More Info	More information about downloading a file

8. Loan Summary (B_LOAN_120) Screen Functions

Selection	Description
Totals	Totals displayed from the loan of <ul style="list-style-type: none"> ◆ Outstanding Bales ◆ Owned Bales ◆ Total Bales for Warehouse By clicking on number of bales in Total, a Bale List screen will open displaying bales for the Total.
Command Buttons	Functions
Go Back to Loan Information Screen	Returns to Loan Information screen.

9. Bale List (B_INF_110)

Selection	Description
Line No.	Numeric line number for bales in listing. By clicking on the line number, the Bale Information screen will open displaying the detail information for the selected bale.
Loan Number	Number of the loan that includes the bale.
Crop Year	Crop Year for the bale.
Type	Cotton type code for the bale:
State / County	Codes for the State and County.
Gin Code	Gin Code for the bale.
Gin Tag	Gin tag number for the bale.

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Warehouse Code	Warehouse Code for the bale.
Receipt Number	Receipt Number for the bale.
Status	Current Status of the bale.
Gin Tag Nbr	Enter Gin Tag Number information.
Receipt Nbr	Enter Receipt Number information.
Command Buttons	Functions
Next	Displays next page of Bale List with next 100 records for selected bale.
Previous	Displays previous page Bale List with previous 100 records for selected bale.
Back to Criteria Screen	Returns to Loan Information Criteria screen
Search	Displays Bale List for receipt number or gin tag number entered.

Cotton Online Processing System

E. History / Revision Log

Version #	Date	Description
1.0	JUN 30, 2003	New version of User Guide for 2003 COPS new look
1.1	AUG 1, 2003	New option CCC-719 added to COPS Home Page. ♦ Updated pages with Home Page screens.
1.2	SEP 1, 2003	Changes: ♦ USMap / replaced screen print (no “select” buttons) ♦ USMap / Additional screen print showing dropdown boxes for States and CMA/LSAs to show associated codes. ♦ Bale List / replaced screen print to show addition # of bales, current page and total pages at bottom of screen
1.3	NOV 11, 2003	♦ New option Duplicate Bales added to Home Page ♦ Updated pages with Home Page.
1.4	DEC 12, 2003	♦ Two new options Invoice Certification & Certification Recap added to Home Page ♦ Updated pages with Home Page.
1.6	OCT 11, 2005	♦ Loan List has been changed to display every warehouse on a loan and their associated bale counts along with total loan bale counts. ♦ Loan Summary has been changed to display the pending bale count and also allows for a download of outstanding, owned, and/or total bales for a warehouse and crop year. ♦ Updated Home Page screen.
1.7	NOV 4, 2005	♦ Include a “Search” button on the Bale List (B_INF_110) screen.